

# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### Analyst Trainee



**SALARY:** \$41,230.15 - \$43,094.21 (P95)

**WORKWEEK:** 35 hour workweek

**POSTING PERIOD FROM:** October 13, 2017

**TO:** October 27, 2017

**OPEN TO:** ☐ Unit Scope: ☐ Division Wide  
☐ Department Wide (open to Treasury employees)  
☒ General Public

**DIVISION/LOCATION:**  
Division of Administration  
Office of Fiscal and Resources  
Government Records Access Unit  
50 West State Street, 8<sup>th</sup> Floor  
Trenton, NJ 08625

**JOB DESCRIPTION:** Under direction, coordinates and facilitates the handling of Open Public Records Act (OPRA) requests submitted to the Department of the Treasury; answers phone calls; enters requests into database; prepares written correspondence to OPRA requesters and various vendors conducting business with the state; prepares spreadsheets and reports, organizes files, and shreds records; reviews and researches requests for proper agency assignment within Treasury and/or determines if other state departments are required to correct the action; assigns requests and creates electronic folders and hard copies for retention; completes records retention and disposition schedules; maintains electronic copies of all retention schedules; attends monthly Government Records Council meetings and monthly Statewide Records Custodian meetings in order to keep abreast of new OPRA opinions, case law and recommendations and findings that impact the procedures of the Treasury Government Record Access Unit; prepares reports summarizing meeting topics and narratives; submits requests to the Division of Law for review of specific records and outlines the guidance being requested from the Division of Law on particular OPRA concerns; tracks responses and communicates DAG instructions to various Department staff; submits requests to the Division of Revenue and Enterprise Services within the Department of the Treasury, to request electronic searches of electronic records maintained within the Department of the Treasury servers and employee hard drives to search for emails and electronic records in response to a Treasury OPRA Request; reviews electronic records produced searching for items, such as, social security numbers, bank account numbers, home addresses, name of minor child, name of beneficiary, advisory consultative and deliberative material, copyright markings, and confidential markings etc.; performs electronic redaction of records utilizing Adobe Pro; stamps all records utilizing Adobe Pro; does other related duties as required.

#### REQUIREMENTS:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. (Applicant submissions must include a copy of degree and/or transcripts (official/unofficial) documenting proof of degree).

**NOTE:** Preference will be given to candidates that have a bachelor's degree in Business Administration, English or Communications. Possession of a Para Legal Certification in addition to the degree would be a plus.

**NOTE:** Knowledge of Microsoft Access, Microsoft Word, Microsoft Excel, and Adobe Pro preferred. Must have strong written and verbal communication skills, strong business administration skills, and the ability to handle confidential records in a professional and secure manner.

**RESIDENCY:** In accordance with the New Jersey First Act, P.L. 2011, c. 70, new public employees are required to obtain New Jersey residency with one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

If you qualify and are interested, please submit your cover letter, resume, transcripts (official or unofficial) and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
Subject line: Analyst Trainee

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.** Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in black ink, appearing to read "Douglas J. Ianni".  
Douglas J. Ianni, Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*